



EVENTS AND PROGRAMMING

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3. Restrictions of Event Programming
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SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Programming	Events and Programming-1	SEC	March 19, 2008
		SLC	December 4, 2013
		Revision Date	December 4, 2013
		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the need for an Events and Programming Department to enhance the post-secondary experience for Sait Polytechnic students.

Procedure

1. SaitSA will present programming that strives to cater to the varying demographics of the Sait Polytechnic campus, the SaitSA membership and the public at large.
2. SaitSA programming for the Sait Polytechnic campus will strive to be broad-based and will address the educational, awareness, social, recreational and cultural needs of Sait Polytechnic students.
3. The Events and Programming Department and its programmed events are subsidized areas of the SaitSA operations.
4. SaitSA shall provide a safe and secure atmosphere at all of its events, to the best of its abilities.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Booking Facilities	Events and Programming-2	SEC	March 19, 2008
		SLC	December 4, 2013
		Revision Date	December 4, 2013
		Revision Number	1.6

Policy

The SAIT Students' Association (SAITSA) recognizes the need for the Events and Programming Department to manage the booking of facilities.

Procedure

1. Any SAITSA-sanctioned event or function must be booked through the Events and Programming Department. The department must also be notified of any catering function booked through the Gateway Restaurant and Bar.
2. The Events and Programming Department shall act as a resource for the VP Student Life and the Resource Centre Manager by managing club events.
3. All SAITSA clubs requiring assistance from the Events and Programming Department will submit a Club Event Proposal Form to the VP Student Life, as per Clubs-3.
4. When the Events and Programming Department is required to book facilities for events outside of SAITSA operations, event organizers should register with the Events and Programming Manager (via email) at least four weeks prior to the event. The event will be coordinated and confirmed with the relevant department(s) to ensure necessary facilities are available. It is advised that arrangements are made with the Events and Programming Department as soon as event details are in place.
5. The Events and Programming Department reserves the first right of refusal to SAITSA operations on any date requested by either external groups or SAITSA clubs. In the event of a scheduling conflict, SAITSA programming will take precedence on the date in question.
6. All external group bookings in the Gateway Restaurant and Bar and/or the Odyssey Coffeehouse are subject to FoodBev-7, procedure 1.
7. All internal bookings made by SAIT Polytechnic departments are subject to FoodBev-7: Liability and Insurance, procedure 2.
8. Should a SAIT or SAITSA employee book the Gateway Restaurant and Bar and/or Odyssey Coffeehouse for a personal function, it will be considered an external booking.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Restrictions on Event Programming	Events and Programming-3	SEC	March 19, 2008
		SLC	December 4, 2013
		Revision Date	December 4, 2013
		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the need for restrictions on event programming.

Procedure

1. All events hosted or co-hosted by SAITSA clubs must comply with the Clubs Policies and Procedures.
2. The Events and Programming Department will not organize events that may adversely affect the reputations of either SAITSA or Sait Polytechnic.
3. Any event with the potential for controversy must be addressed internally prior to the formal offer being sent out.
4. In the event that the Events and Programming Department organizes an event with a potential for controversy it should, wherever possible, allow opportunities for all sides of the controversy to be heard.
5. Planning of events will take into account the safety of both the speaker/performer/artist and members of the audience. Special preparations must be made to manage risk if:
 - a. Other appearances by the individual(s) have prompted demonstrations;
 - b. There has been strong and vocal disagreement with the individual's views;
 - c. There has been disapproval by some community members to the individual, topic or performance; or,
 - d. The individual is from a country in the midst of political turmoil.
6. If an event is called into question, a meeting will be called between the Events and Programming Department, the General Manager and the SEC.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Ticket Sales	Events and Programming-4	SEC	March 19, 2008
		SLC	December 4, 2013
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		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the need to supply and sell tickets at student-friendly prices for a variety of events.

Procedure

1. All tickets to events endorsed or organized by SAITSA must be ordered by the Events and Programming Department.
2. Tickets printed on behalf of a SAITSA club will be issued by the Resource Centre Manager. The representative of the SAITSA club must account for the number of tickets printed and sign for receipt of the printed tickets.
3. Tickets printed on behalf of an outside organization will be issued by the Events and Programming Department. A representative of the outside organization must account for the number of tickets printed and sign for receipt of the printed tickets.
4. All unsold tickets must be returned and accounted for by either the Resource Centre Manager or the Events and Programming Department no later than the completion of the event.
5. The Events and Programming Department shall request regular sales updates from any outlets, SAITSA clubs, or outside partner organizations vending tickets on behalf of SAITSA.
6. All ticket sales will be reconciled upon the completion of each event, with appropriate documentation kept on file for audit purposes.
7. Ticket prices shall be set with SAITSA's commitment to student-friendly pricing in mind. Tiered pricing will be used to ensure student-friendly pricing is available whenever possible.
8. As event programming is a subsidized area, the Events and Programming Department may decide to host partially or fully subsidized events at any time within the budgetary parameters determined by SEC.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Contracts	Events and Programming-5	SEC	March 19, 2008
		SLC	December 4, 2013
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		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the importance of using legal contracts for programming events.

Procedure

1. All programming contracts will be negotiated on behalf of SAITSA by the Events and Programming Department.
2. All contracts are the property of SAITSA and are to remain confidential unless otherwise decided by the SEC, the Events and Programming Manager or the General Manager.
3. Only the Events and Programming Department is permitted to settle the financial and contractual elements of an event with the speaker, performer, artist, entertainer or his/her representative.
4. In the event an artist's or performer's guarantee exceeds \$10,000 CAD, the contract must also be signed by the President and the General Manager. In the case of their absence, digital confirmation can be used in lieu of a signature.
5. The Events and Programming Department will provide the SEC and the General Manager a detailed event budget when requested.
6. The Events and Programming Department must declare to the General Manager and President all conflicts of interest with respect to any acts that they represent and/or work with.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Record Keeping	Events and Programming-6	SEC	March 19, 2008
		SLC	December 4, 2013
		Revision Date	December 4, 2013
		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the importance of the Events and Programming Department to maintain detailed records.

Procedure

1. For all programmed events records must be kept in the following areas:
 - a. Contracts with bands and performers.
 - b. All revenues generated for each event, including revenues from ticket sales, coat checks, etc.
 - c. All direct costs associated with each event, including equipment rentals, stage and sound.
 - d. Equipment set up and tear down, and contractual requirements.
 - e. Arrangements for door sales.
 - f. Accurate participation rates, including number of guests and house reconciliations.
 - g. Guest lists.
 - h. Petty cash.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Advertising and Marketing	Events and Programming-7	SEC	March 19, 2008
		SLC	December 4, 2013
		Revision Date	December 4, 2013
		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the importance of promoting events on-campus and in the community.

Procedure

1. When required, the Events and Programming Manager will have the SAITSA Marketing and Communication Department create, produce, and display advertising for events in a timely manner.
2. Events shall be posted in the Events and Programming Manager's calendar and sent to the SAITSA distribution list and those deemed essential to the event (e.g. the Campus Centre management staff, Security etc.).
3. The Events and Programming Department will try to advertise SAITSA events off- campus (e.g. FFWD) when applicable.
4. All off-campus advertising must state 'This event is open to all Sait Polytechnic students, staff, alumni, and guests.'
5. Advertising shall adhere to all applicable Alberta Gaming & Liquor Commission regulations.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Event Security	Events and Programming-8	SEC	March 19, 2008
		SLC	December 4, 2013
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		Revision Number	1.6

Policy

The Sait Students' Association (SAITSA) recognizes the need to provide safe and secure events.

Procedure

1. Where applicable, the Events and Programming Manager (or designate) will coordinate all event staff with the Food and Beverage Manager (or designate). Together they will decide on staffing numbers, rates of pay, working hours and duties.
2. Where applicable, during large events the security and event staff shall report to the Events and Programming Manager (or designate) as well as the Food and Beverage Manager (or designate).
3. Security for events must use industry standards and are subject to FoodBev-14: Security, Patron Safety, and Control.
4. SAITSA reserves the right to hire external security as deemed necessary by the Events and Programming Department.
5. SAITSA will work with Sait Polytechnic and Campus Security to the best of its ability but shall be responsible for all event security, unless otherwise determined by the Events and Programming Manager, Food and Beverage Manager and General Manager.



Revision History - EVENTS AND PROGRAMMING

Rev.	Date	Description	Sections	Author/ Editor	Editor(s)	Approval
1.0	07/30/2013	Meeting with all staff to review doc. Only page numbers added				
1.1	07/30/2013	Content and copy edit	E&P-1 to E&P-8	K.H.		
1.2	08/13/2013	Content and copy edit	E&P-1 to E&P-8	K.H.		
1.3	08/16/2013	Copy edit	E&P-1 to E&P-8		L.W.P	
1.4	09/12/2013	Copy edit from notes given by L.W.P	E&P-1 to E&P-8	K.H.	L.W.P	
1.5	09/12/2013	Changes to procedures	E&P-1 to E&P-8			SEC
1.6	12/04/2013	All policies needed approval by SLC (had never been approved). Revision History and Number added.	E&P-1 to E&P-8			SLC